

The City Of Colorado Springs Is Seeking A City Auditor



UNIQUE OPPORTUNITY

With the retirement of the current City Auditor, this is a unique opportunity to assume leadership of a highly regarded City Auditor's Office.

THE CITY

Founded in 1871, Colorado Springs is a growing city that is home to over 381,000 people. It is located at the base of majestic Pikes Peak to the west and rolling plains to the east. A high desert climate with breathtaking scenery characterizes the area. Sixty-seven miles south of Denver, at an altitude of 6,035 feet above sea level, the City enjoys moderate temperatures and low humidity throughout the year. Colorado Springs is protected from harsh weather by two natural barriers; the Rocky Mountains to the west and the Palmer Divide to the north. The City's proximity to the Rockies means that some of the world's best skiing, hiking, camping, and innumerable other outdoor activities are available right in our back yard!

Originally, Colorado Springs' economy was based on tourism, railroads, commerce, and gold and silver mining. Tourism remains a dynamic force in the local economy with an annual average of six million visitors from all over the world traveling to view the countless natural and man-made attractions of the Pikes Peak region. The region's most frequently visited attractions include the U.S. Air Force Academy, the spectacular

Garden of the Gods and the Cheyenne Mountain Zoo, the only mountain zoo in the country. The City is also proud of its many military installations and its newer major industries: space technology, computer technology, printing and publishing.



OUR CITIZENS AND THE FUTURE

Colorado Springs is home to a diverse and growing population and was recently named the 18th fastest growing city in the United States with an annual growth rate of 3.4%. The City's growth has created new opportunities and spurred a healthy economy.

Despite the challenges that come with growth, Colorado Springs still values its heritage as a city that provides beautiful scenery, clean air and a safe environment for families. The citizen/government partnership strives to maintain the quality of living by balancing between change and the many characteristics that have made Colorado Springs a great place to live.

CITY AUDITOR

The Office of the City Auditor is currently staffed with nine employees. The City Auditor reports directly to City Council.

The Office performs financial and internal control reviews, contract compliance audits, capital project monitoring, information systems reviews, some limited operational/performance audits, utility rate reviews, utilities external governance monitoring functions, monitors major system implementations and other special projects as directed by the City Council.

The Office is responsible for internal audits of all entities under Council's control. These entities include the City general government operations; Colorado Springs Utilities which is a four service (Electric, Gas, Water, Wastewater) utility, including several electric generating stations; Memorial Hospital; a full service airport with nine carriers; two golf courses and several other smaller enterprises and authorities. The total budget for all of these entities is approximately \$1.6 billion.


Colorado Springs Utilities



City Council is interested in further significant expansion of the Office with the aim of performing more performance/operational audits in all areas of city operations. The Office has expanded from six to nine staff over the last five years, which displays Council's support for the Office. The 2003 budget for the Office is \$782,476.

KEY ISSUES AND PRIORITIES

In preparation for the recruitment, the Mayor and Council, with advice from the City's executive team, identified the primary issues and priorities to be addressed by the successful candidate.

COLLABORATION

There is an expectation by the Mayor and Council that the City Auditor will share the Council's and executive staff's commitment to making a "good organization better" through a focus on results and continuous improvement. This will require the new City Auditor to develop strong collaborative working relationships with the Council, other Council appointed officials, and executive staff. These working relationships will be based on professional independence, trust, integrity, competence, and a commitment to the Council's policy direction.

STAFF LEADERSHIP AND MANAGEMENT

There is a need for the new City Auditor to complete an assessment of the Office's resources and recommend the most appropriate blend of staff and outside expertise to achieve the Council's priorities. In addition, the City Auditor will be expected to focus on a wide range of leadership issues, including staff recruitment and retention, staff development and training, and the day-to-day management of the Office.

CORE RESPONSIBILITIES

The Auditor's Office has developed a solid reputation for accomplishing the Office's core responsibilities with integrity and professionalism. Key among these responsibilities are the



review of utility rate proposals, periodic audit of all the City's key financial systems, and highly specialized reviews of the City's enterprise operations, including the utilities, hospital, and airport.

FOCUSED OPERATIONAL AUDITS

In collaboration with the Council, Council appointed officials and executive staff will develop and implement targeted operational audits that are focused on improving results through organizational improvement.

THE IDEAL CANDIDATE

The new City Auditor will assume responsibility for an organization with a tradition of quality public service, integrity and a track record of accomplishment. These traditions, in addition to the issues and priorities that have been identified, call for a talented and experienced internal audit professional with an unblemished record of integrity. Specific qualifications are as follows:

EDUCATION AND EXPERIENCE

Qualified candidates will have significant responsible internal audit experience; the equivalent of a BA/BS degree from an accredited college or university with major coursework in accounting, economics or a relevant field; possession of certification as a Certified Public Accountant or Certified Internal Auditor is required.

COMPETENCIES / PERSONAL CHARACTERISTICS

- A thorough knowledge of internal auditing standards.
- Knowledge of utility ratemaking principles is needed, along with an understanding of municipal operations and familiarity with the unique aspects of hospital accounting.
- Knowledge of and experience in management/operational auditing, financial planning and analysis and long-term financing mechanisms.
- Comfortable with a position that has very broad parameters of responsibility and requires a keen sense of judgment.
- Knowledge of governmental accounting.
- Knowledge of utility finances and accounting.
- Knowledge of automated financial management systems.
- Knowledge of process re-engineering.
- Ability to provide the City Council with sound financial information that is straightforward, conclusive and easily understandable.

- Ability to anticipate future financial situations or problems and provide input to the City Council in its decision-making process.
- Ability to maintain a professional and independent role with the Council appointees and executive team, yet participate cooperatively in the City's management team.
- Ability to prepare well-written, understandable reports that are forthright and balanced.
- Ability to differentiate minor from major issues and set priorities accordingly.
- Honesty and integrity.
- Courageous, not afraid of the truth.
- Focused on adding value to the organization.
- Supportive and collaborative style.
- Commitment to customer service.
- Ability to make effective public presentations; serve as a spokesperson for the City.
- Willing to take risks and attempt innovative approaches to issues.
- At ease serving as a consultant to the Council and executive team.
- Commitment to learning.
- Skilled, creative problem solver.
- Ability to effectively lead and manage the Auditor's Office.
- Politically astute yet not political; ability to establish trust with the Council, executives and public.
- Composure and self-control.

COMPENSATION

SALARY

Compensation will be highly competitive and negotiable. The current salary range for the position of City Auditor is \$83,832-\$104,790 per year.

BENEFITS

The selected candidate will be enrolled in the Senior Manager Benefit Program and will be entitled to receive the following benefits.

HEALTH INSURANCE

Three plans are available. The City pays 96.7% of the total EPO cost for full-time individual coverage, and 72.1% of the total EPO cost for individual





plus dependent coverage. Benefit selections are effective on the first day of the month following the start of employment. If you have benefit coverage from another source and waive City coverage, cash back is paid in lieu of coverage.

DENTAL INSURANCE

Three plans are available. The City currently pays 100% of employee only coverage on all plans and contributes a monthly amount of \$32.78 to cover a significant portion of the premium for dependent coverage. If coverage is waived, cash back is paid to the employee.

VISION INSURANCE

One plan is available. The City currently pays 74% of employee only coverage and contributes a significant portion of the premium for dependent coverage. If coverage is waived, cash back is paid to the employee in lieu of coverage.

LIFE INSURANCE

City paid benefit at 1.5 times annual salary.

ANNUAL PAID TIME OFF

Including: 120 hours of vacation with a maximum of 208 hours; 96 hours of sick leave with cash/vacation time conversion plan; 10 paid holidays and one personal day. Pay out on 1/2 of all sick leave accrued up to 960 hours upon retirement.

RETIREMENT

The City is a member of the State of Colorado pension system, which is administered under law by the Public Employees' Retirement Association (PERA). Employee mandatory contribution is 8% of gross annual earnings and is Federal Income Tax Deferred until the withdrawal of funds from PERA. The City's contribution is 9.6 percent of the same earnings.

DEFERRED COMPENSATION

The City offers both a PERA 401(k) Voluntary Investment Plan and an International City Management Association (ICMA) 457 Deferred Compensation Plan. These plans are voluntary and the City does not make contributions.

PERA MATCHMAKER PROGRAM

The 2004 Match is up to one percent of PERA-pensionable pay for each pay period. You must be enrolled in either PERA's 401(k) plan or ICMA's 457 plan to receive the match. Money can be deferred to either plan.

OTHER AVAILABLE BENEFITS

- Short Term Disability
- Long Term Disability
- Voluntary Term Life Insurance

- Long Term Care Insurance
- Flexible Spending Accounts
- Employee Assistance Program
- Retirement Health Savings Plan
- Relocation Expenses Negotiable

REWARDS BEYOND PAY AND BENEFITS

The chance to live at the foot of the beautiful Colorado Rocky Mountains and work for a progressive and high quality organization makes this an exceptional opportunity for the right individual. Most importantly, the successful candidate will play a key role in directing the future of the City Auditor's Office.

APPLICATION AND SELECTION PROCESS

For additional information regarding this opportunity, contact:

SHANNON EXECUTIVE SEARCH

A DIVISION OF

 **CPS** *Human Resource Services*
FOR PUBLIC AGENCIES

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The final filing date is **Friday, January 2, 2004**. To be considered, please submit a resume, cover letter, three work-related references and current salary to Shannon Executive Search. Resumes and applications of candidates may be subject to disclosure in accordance with Colorado's open records laws.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be reported to the City. A final interview process designed and administered by the consultants will then be scheduled for selected candidates.

